



TOWN OF FOUNTAIN HILLS

BOARDS, COMMISSIONS, AND COMMITTEES

Applicant Information Sheet and Board and Commissions Reference Sheet

I wish to be contacted when there is an opening on the following boards, commissions, or committees:

I am interested in submitting an application for:

Please list applicable skills and knowledge:

Please print

Name _____

Address: _____

Mailing Address, if different than listed above: _____

Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Best Time to Contact: _____

Date signed

Signature

Please return the completed form to:

*Town of Fountain Hills
Town Clerk's Office
480-816-5115
16705 E. Avenue of the Fountains
Fountain Hills, AZ 85268*

BOARD AND COMMISSIONS – REFERENCE SHEET

TERM LENGTH TERM EXPIRES

PLANNING AND ZONING COMMISSION (Meets 2nd and 4th Thursdays each month) - Staff: Director of Planning and Zoning, Richard Turner; Executive Assistant, Janice Baxter/480-816-5122.

Commissioners (4)	2 years	9/2008
Commissioners (3)	2 years	9/2009
Commissioners (4)	2 years	9/2010
Commissioners (3)	2 years	9/2011

Duties: Commissioners serve in an advisory role to the Town Council. Commissioners formulate, create, and administer any lawful plan with regard to land use and buildings. See Town Code Chapter 2, Article 2-7. **Essential skills/knowledge** in one or more of the following fields preferred: real estate, land use planning, land development, architecture, engineering, geography, hydrology, past experience serving on a planning commission, or city/town council. To avoid conflicts of interest individuals involved in Fountain Hills land development or real estate should not apply.

PARKS& RECREATION COMMISSION (Meets 2nd Monday each month – except holidays) - Staff: Director of Parks and Recreation, Mark Mayer; Executive Assistant, Susan Gill/480-816-5152.

Commissioner (3)	2 years	12/2008
Youth Commissioner (1)	1 year	12/2008
Commissioners (3)	2 years	12/2009
Youth Commissioner (1)	1 year	12/2009
Commissioners (3)	2 years	12/2010

Duties: Commissioners serve in an advisory role to the Town Council and Town Manager in parks and recreation matters. See Town Code Chapter 9., Section 9-2-2. **Essential skills/knowledge** in one or more of the following fields preferred: recreation, land planning, and park design. To avoid a conflict of interest current athletic board members should not apply.

BOARD OF ADJUSTMENT (Meets as needed on the 3rd Tuesday of the month) - Staff: Director of Planning and Zoning, Richard Turner; Executive Assistant, Janice Baxter/480-816-5122.

Board members (2)	2 years	1/2008
Board members (3)	2 years	1/2009
Board members (2)	2 years	1/2010
Board members (3)	2 years	1/2011

Duties: Board members hear appeals concerning the interpretation or administration of the zoning code, hear and decide appeals on variances from the terms of the zoning code as outlined in Chapter 2, Section 2-8, of the Town Code. **Essential skills/knowledge** in one or more of the fields as listed for the Planning and Zoning Commission is preferred.

MCDOWELL MOUNTAIN PRESERVATION COMMISSION (Meets 1st and 3rd Tuesday each month) - Staff: Director of Parks and Recreation, Mark Mayer; Executive Assistant, Susan Gill/480-816-5152.

*Commissioner (1)	1 year	12/2008 – then subsequent terms 3 years
Commissioners (2)	2 years	12/2010
Commissioners (4)	3 years	12/2011
*Commissioner (1)	3 years	12/2011
Commissioners (2)	2 years	12/2012
Commissioners (4)	3 years	12/2014

Duties: Commissioners serve in an advisory role to the Town Council providing recommendations regarding issues and programs relating to the McDowell Mountains Preserve within Fountain Hills as outlined in Res. 1998-50. **Essential skills/knowledge** in one or more of the following fields preferred: land planning and design, trail construction, engineering, conservation, environmental studies, and event planning.

COMMUNITY CENTER ADVISORY COMMISSION (Meets 3rd Monday each month) – Staff: Community Center Community Center Director Samantha Coffman; Executive Assistant, Nancy Walter/480-816-5148.

Commissioners (4)	2 years	12/2008
Commissioners (3)	2 years	12/2009
Commissioners (4)	2 years	12/2010

Duties: Commissioners serve in an advisory role to the Town Council for research, study, and discussion of specific issues relating to maximizing the utilization and services of the Community Center; assist staff in formulating policy recommendations and rental agreements; act as liaison for the resident and local organizations that use the Center. **Essential skills/knowledge** in one or more of the following fields is preferred: public facilities operations, hospitality industry, event planning, conference planning, and tourism.

BOARD AND COMMISSIONS – REFERENCE SHEET

TERM LENGTH TERM EXPIRES

PUBLIC SAFETY ADVISORY COMMISSION (Meets 2nd Wednesday of the 2nd month each quarter) – Staff: Interim Town Manager, Kate Zanon; Administrative Assistant, Sue Trocki/480-816-5160

Commissioner (5)	2 years	11/2008
Commissioner (2)	2 year	11/2009
Commissioner (5)	2 years	11/2010
Commissioner (2)	2 year	11/2011

Duties: Commissioners serve in an advisory role to the Town Council (through the Town Manager) providing recommendations and research as requested by the Town Manager or Town Council for determining the focus and goals of the Town's law enforcement and fire and emergency medical services; enlisting community support for the Town Council's public safety policies and programs; assisting in establishing community partnerships to educate the community regarding the needs and goals of the Town, as identified by departments. **Essential skills/knowledge** in one or more of the following fields is preferred: emergency services, law enforcement, or fire service.

SENIOR SERVICES ADVISORY COMMISSION (Meets 4th Monday of each month) – Staff: Senior Services Supervisor, Kelley Fonville; C/S Representative, Sherry Bowland/480-816-5252

Commissioner (3)	1 year	12/2008
Commissioner (4)	2 year	12/2009
Commissioner (3)	1 year	12/2010
Commissioner (4)	2 year	12/2011

Duties: Commissioners serve in advisory capacity to the Town Council and Town Manager in all matters pertaining to the Senior Activity Center and senior programs. Act as liaison between the Town Council and the Senior Services of Fountain Hills, Arizona, a 501 (c) (3). **Essential skills/knowledge** is recommended, but not required, in one of the following area: providing senior services, gerontology, budgets, excellent communication skills, and a member of a civic association.

STRATEGIC PLANNING ADVISORY COMMISSION (Meetings are scheduled based on the availability of commission members three months in advance) – Staff: Interim Town Manager, Kate Zanon; Executive Assistant, Shaunna Williams/480-816-5107

Commissioner (3)	3 year	2/2009
Youth Commissioner (1)	1 year	2/2009
Commissioner (3)	2 year	2/2010
Commissioner (3)	3 year	2/2011

Duties: Commissioners champion the Town's Strategic Plan to keep it visible for the Council, staff, citizens, and media; act in an advisory capacity to the Town Council and Town Manager in matters pertaining to the Town's Strategic Plan; educate candidates for public office, newly elected and appointed officials about the Strategic Plan; monitor the plan's implementation and ensure its long-term legitimacy; update the plan at least once every five years dependent on appropriations by the Town Council; make recommendations with respect to the implementation of the plan to the Town Manager; develop partnerships to help implement adopted strategic initiatives; meet annually with the Town Council to assess the progress of the plan; host public dialogue about new strategic initiatives to consider for the next five-year strategic plan; write brief periodic progress reports; perform other such duties not inconsistent with these bylaws as may be requested by the Town Council. **Essential skills/knowledge** is recommended, but not required, in one of the following area: marketing research and public opinion surveying experience; communications experience; strategic planning experience in either corporate non-profit or governmental setting; member of the civic association.